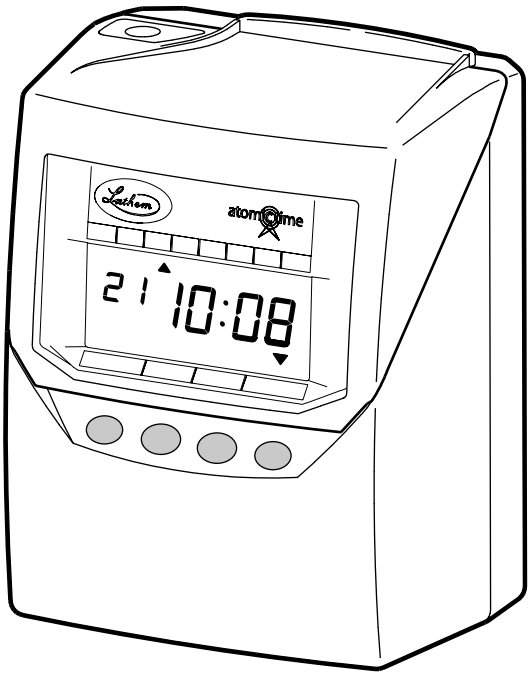
TIME CLOCK PROs
1146 N. Central Ave #423 | Glendale, California 91202
Email: info@timeclockpros.com | Tel: (323) 274-1296

LATHEM TIME

7500E

User's Manual



Lathem®

WARNING

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his or her own expense.

Caution: Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This User's Manual and its contents are copyrighted by LATHEM TIME CORP. with all rights reserved.

Lathem Time Corporation

www. lathem. com
(800) 241-4990
(404) 691-1065

TABLE OF CONTENTS

1. INTRODUCTION ____ **1**
- Accessories ____ 1
- Features ____ 1

2. QUICK SETUP ____ **3**
- Installing Ribbon Cassette ____ 3
- Display Hours ____ 5
- Time Zone ____ 6
- Default Settings ____ 7
- Advanced Settings Contents ____ 8
- Installing the Unit ____ 9
- Environmental Conditions ____ 9

3. ADVANCED SETTINGS ____ **11**
- Time ____ 11
- Date ____ 12
- Payroll Mode, Weekly ____ 14
- Payroll Mode, Monthly ____ 15
- Payroll Mode, Bi-Weekly ____ 16
- Payroll Mode, Semi-Monthly ____ 17
- Job-Cost ____ 18
- Print Format ____ 19
- Rounding ____ 21
- Auto Break Deduction ____ 23
- Max In ____ 25
- Button Function ____ 26
- Daylight Savings Time ____ 28
- Disable Daylight Savings Time ____ 31
- Print Language ____ 32

4. OPERATIONS & FUNCTIONS ____ **33**
- Radio Signal Reception ____ 34
- Reset Settings ____ 35
- Reset Cards in Job Cost Mode ____ 36
- Card Reassign ____ 37
- All Cards Reset ____ 38

5. PRINT EXAMPLE ____ **40**

6. INSTALLING Ni-Cd BATTERY (Optional) ____ **41**

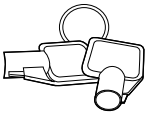
7. TROUBLESHOOTING ____ **42**

8. WARNINGS & CAUTIONS ____ **44**

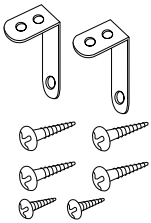
9. SPECIFICATIONS ____ **45**

1. INTRODUCTION

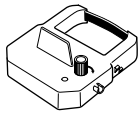
Accessories



Keys



Wall mount hardware

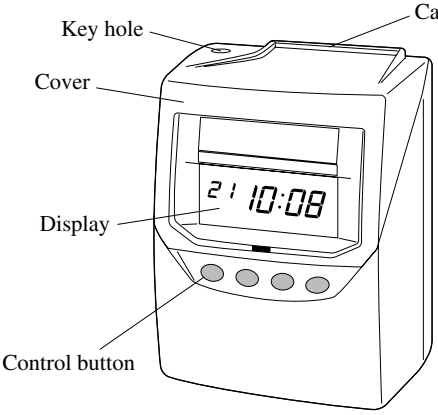


Ribbon cassette
Part No. VIS6008

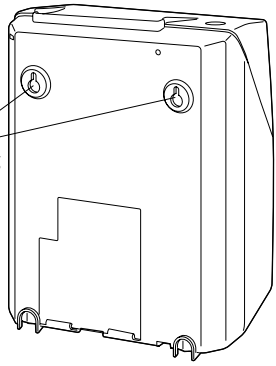
MUST USE THE E7 SERIES CARD FROM LATHEM TO INSURE PROPER OPERATION.
An optional battery is sold separately (Part No. VIS 6020) to provide 100% operation of card print mechanism during power failures.

Features

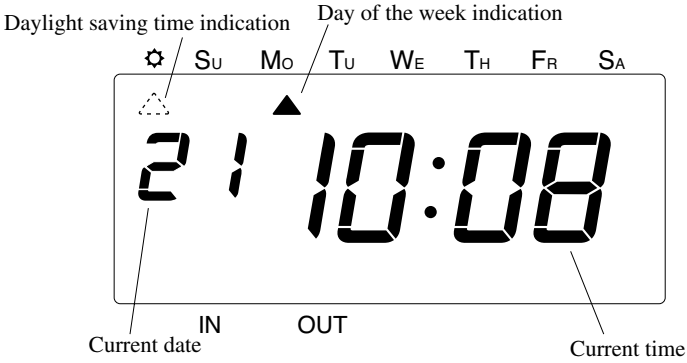
<Front view>



<Back view>



< Display >



INTRODUCTION

About Your Atomic Clock

In addition to a regular quartz time clock, the Model 7500E contains an antenna and a microchip. The antenna receives the official time signal from the U.S. Government's National Institute of Standards and Technology and the microchip translates the time signal and adjusts the time display to the correct time. The Model 7500E receives a 60-kilohertz, low frequency AM radio signal from the WWVB radio station maintained by the National Institute of Standards and Technology (NIST). The NIST, using its atomic clock, is the official timekeeper for the U.S. and is located in Boulder, Colorado. The Model 7500E will work anywhere it can receive the WWVB signal from the NIST. This signal is broadcast to reach across the continental U.S. and into parts of Canada and Mexico. To learn more about the NIST time correction technology used in the Model 7500E, you can visit: http://tf.nist.gov/stations/wwvb.htm

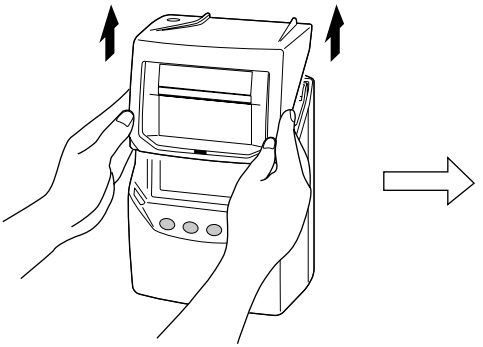
2. QUICK SETUP

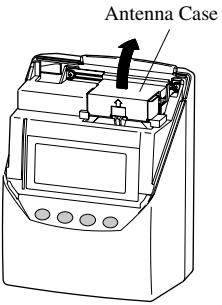
This setup should take approximately ten to fifteen minutes to completeif you use the default settings. For this setup, take the clock to a comfortable position that has access to power.

Installing Ribbon Cassette

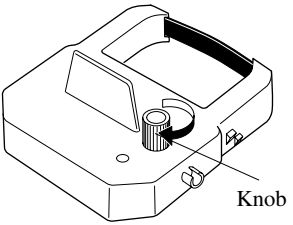
MAKE SURE THE POWER IS ON BEFORE INSTALLING.

1 Hold the left and right sides of the cover and lift up. Then, lift up the antenna case.

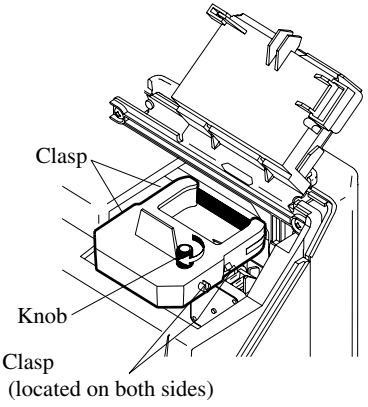




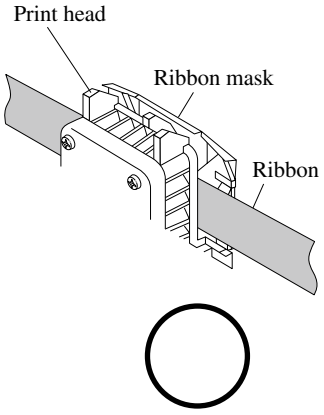
2 Turn the knob of the new ribbon cassette in the same direction as the arrow to tighten the ribbon.



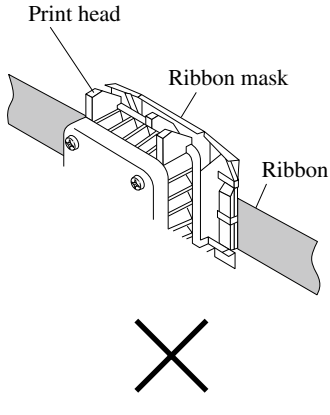
3 Place the ribbon cassette inside the time recorder as shown in the figure. Push the ribbon cassette until it snaps into the clasps on both sides. If it is difficult to insert the ribbon cassette, try it while turning the knob.



4 Install the ribbon cassette so that the ribbon is between the print head and the ribbon mask (see the figure on the left). Printing will not come out properly if the ribbon is placed behind the ribbon mask (see the figure on the right).

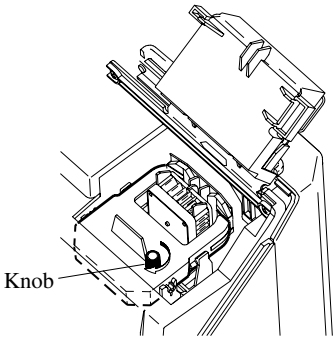


CORRECT

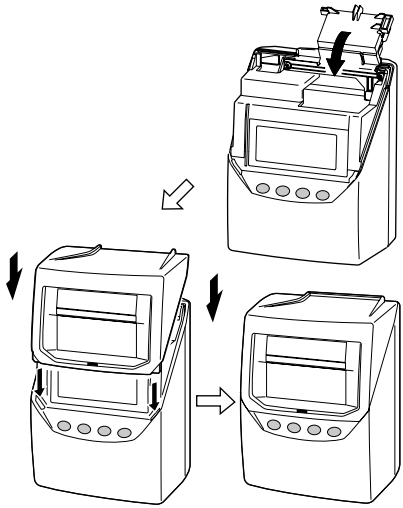


WRONG

5 Turn the knob of the ribbon cassette in the direction of the arrow to tighten the ribbon.



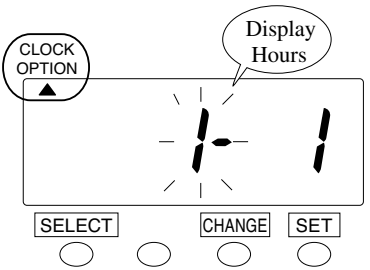
6 Set the antenna case down. Leave the cover off while changing any settings in the next step. When the settings are complete, replace the cover.



Setting the Display Hours

"Display Hours" is the format that the hours appear on the clock face. The default is "AM/PM".

	Type of Hour	
1	AM/PM (12 hour)	For example, PM 2:55
2	24 hour	For example, 14:55

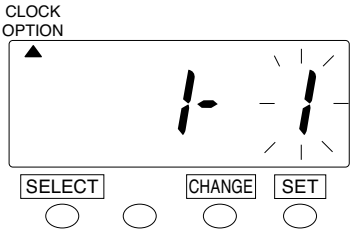


Set the "Display Hours".

1 Push the DATE/TIME button for 5 seconds and position the "▲" under the "CLOCK OPTION" mark.

A flashing number can be changed.

2 Push the CHANGE button to select either "1" for AM/PM or "2" for 24 hour with the left-side number.



3 Push the SET button to confirm the setting. At that moment, the flashing of display will change to the right-side number. The unit is set to "1" for the Eastern Time Zone. If you need to change the time zone for atomic clock function, go to Setting the Time Zone for Atomic Clock Function.

If you don't need to change the time zone setting shown on the display, push the SET button two more times to finish the setting. Then, the unit starts reception of the WWVB radio signal.

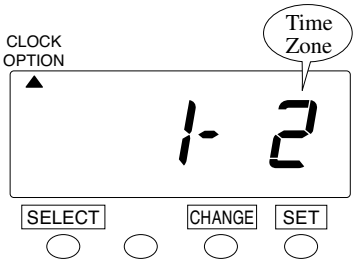
Setting the Time Zone for Atomic Clock Function

The Model 7500E can be set to one of the four United States time zones. Additionally, two more options including no reception of WWVB signal are available with this model. By default, the unit is shipped preset to Eastern Time.

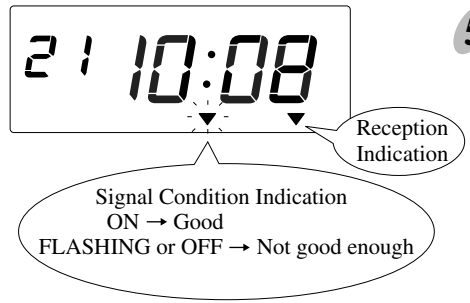
	Order Option	Notes
1	Eastern	Default
2	Central	
3	Mountain	
4	Pacific	
5	Other	Adjusts just "minute" and "second" by the WWVB radio signal. You must set "date" and "time" to your local time first before starting reception of the WWVB signal.
6	No Reception	Disables atomic clock function and does not adjust time by the WWVB radio signal.

Important Note: To set the Time Zone for Atomic Clock Function, you must start at Step 1 of "Setting the Display Hours". Continue from Step 3 of "Setting the Display Hours" to Step 4 of "Setting the Time Zone".

Example: Change the time zone to "Central".



4 In case of the example, push the CHANGE button to set at "2", and then push the SET button to finish the setting. At that moment, the display will change from flashing to steady and the setting is now completed.



5 Push the SET button once again. Then the unit starts reception of the WWVB radio signal.

Please see "Radio Signal Reception" on page 34 for more information on the WWVB signal.

DEFAULT SETTINGS

All of the settings have defaults that are already set. If these settings in the following list are acceptable, you do not have to do anything. If you would like to change any of these settings, please review the alternative options available in the Advanced Settings contents list on page 8.

Setting	Explanation	Default Setting
Display Hours	How the hours are displayed on clock face	**AM/PM For example, PM 2:55**
Time Zone	When using WWVB, clock's time will be set to this time zone.	**Eastern time zone**
Time	Current time	**Eastern Standard Time**
Date	Current date	**Current date**
Mode	Schedule that the clock will operate with start day	**Payroll (Weekly), Monday for the starting day**
Print Format	Format that prints on time card when punched	**Day of the week, AM/PM, and regular minutes For example, FR 4:30P**
Rounding	Clock can calculate total hours and minutes with rounding rules	**No rounding, prints totals calculated to exact minute**
Auto Break Deduction	Clock will discount break when a given amount of hours are calculated	**None, employees should punch in/out for breaks if they are not paid**
Max In	Clock will assume that an "OUT" punch is missed after a given number of hours.	**The next punch made by anyone 'in' more than 13 hrs. will be recorded as the next 'in'**
Button Function (IN/OUT)	How the user operates the "IN" and "OUT" buttons	**Clock will automatically position; User can override**
Daylight Savings Time	Clock will change automatically for Daylight Savings Time	**Yes, will change 2nd Sunday of March and 1st Sunday of November**
Print Language	Language that month and days of the week are printed	**English**

Please go to "Installing the Unit" on page 9 when you are finished with the settings.

ADVANCED SETTINGS CONTENTS

If you choose to change any of the optional settings below, remove the top and go to the page as noted next to the optional setting.

Setting	Explanation of Optional Settings	Page
Display Hours	24 hour, for example, 14:55	**5**
Time Zone	Central, Mountain, or Pacific Adjust only minute and seconds by WWVB No adjustment by WWVB	**6**
Time		**11**
Date		**12**
Mode	Payroll, Monthly Payroll, Bi-Weekly Payroll, Semi-Monthly Job-Cost	**15** **16** **17** **18**
Print Format	Date, 24 hour, and hundredths (these can be chosen individually)	**19**
Rounding	6 minute with 3 minute breakpoint 15 minute with 3 minute breakpoint 15 minute with 7 minute breakpoint	**21**
Auto Break Deduction	Enter elapsed time and break duration	**23**
Max In	Deactivate or change number of hours	**25**
Button Function (IN/OUT)	IN/OUT Button punch required before printing or IN/OUT Buttons disabled	**26**
Daylight Savings Time	Can change DST to new dates for Daylight Savings Time or Disable Daylight Savings Time	**28** **31**
Print Language	French, Spanish	**32**

Please go to "Installing the Unit" on page 9 when you are finished with the settings.

INSTALLING THE UNIT

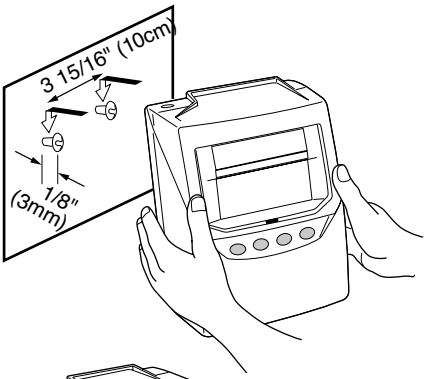
Note: The unit has an internal battery that will save the settings when unplugged.

The unit can be used on a table-top or mounted on a wall. When choosing a location, please note locations to avoid in "Environmental Conditions" at the bottom of the page. If you are using the unit as a table-top, find an appropriate place and skip to Step 3. If using as a wall-mount, take the following steps.

Mounting Unit on Wall

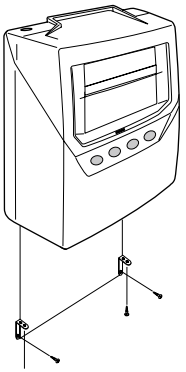
The unit can be mounted on a wall using the supplied mounting fittings.

1 Install wall mount screws (supplied) into a wall 3 15/16" (10 cm) apart. Be sure to keep about 1/8" (3mm) of the screw head out of the wall. Use template on bottom of page 10 if you prefer.



! The supplied screws are intended for use on a thick wooden wall or wooden column. Do not use them on any other materials. There is a danger that the unit may come off if used on other materials.

2 Mount the wall mount fittings as shown on the right.



3 Plug the unit into power, and the unit is ready to use.

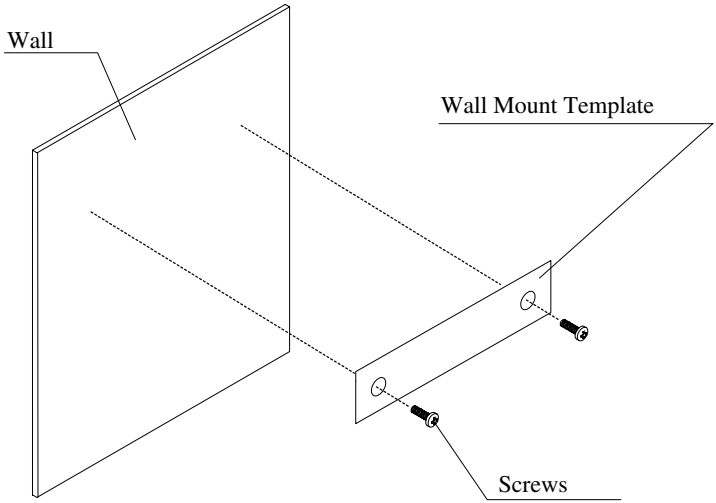
Environmental Conditions

Avoid placing the unit in environments that are:

- humid or dusty
- exposed to direct sunshine
- subject to frequent or continuous vibrations
- outside the temperature range between 23˚F (-5˚C) and 113˚F (45˚C)
- affected by chemicals or ozone

Template for wall mounting

Please copy and use this page when needed.



Leave about 1/8" gap between wall and screw head.

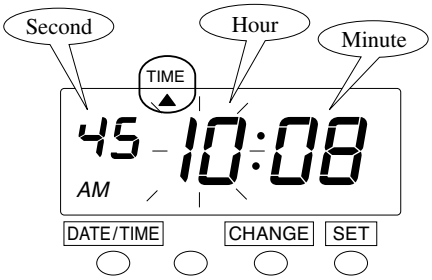
Level Line

Wall Mount Template

3. Advanced Settings

Setting the Time

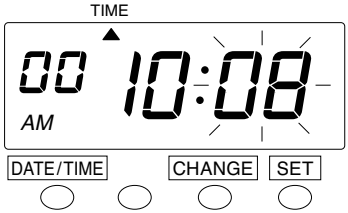
Example: Change the time from 10:08 a.m. to 10:09 a.m.



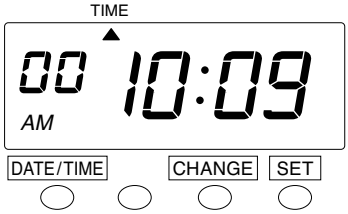
1 Push the DATE/TIME button for 5 seconds.

2 Push the DATE/TIME button and position the "▲" under the "TIME" mark.

The flashing number can be changed.



3 Press the CHANGE button to change the hour. In the example, the hour is not to be changed. Push the SET button to accept, the flashing of the display changes from "Hour" to "Minute".



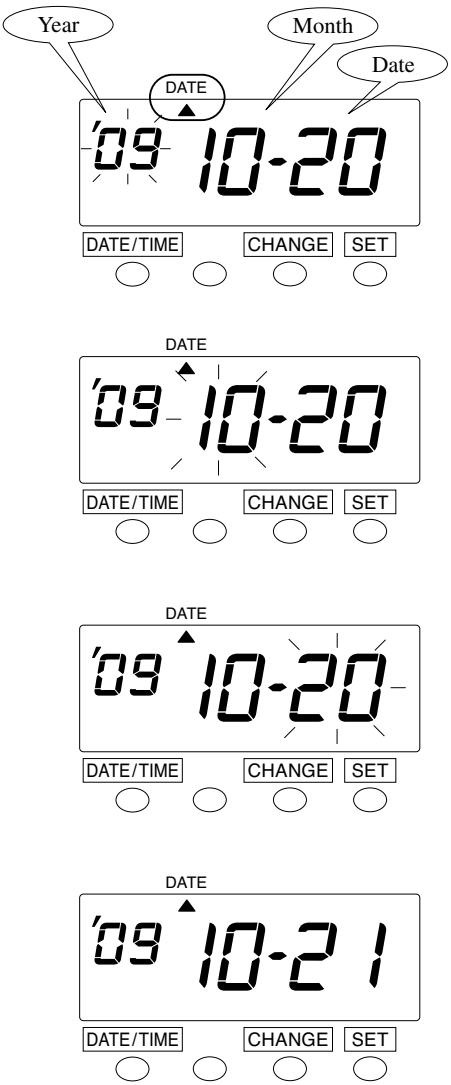
4 Changing the "Minute" (for example, from 8 minutes to 9 minutes).
Push the CHANGE button to set "Minute" at "09" and then push the SET button. Now the minutes of 9 have been set.

5 Push the SET button once again.

You have completed this setting. Go to the next setting listing in "Default Settings" on page 7 to continue with the setup.

Setting the Date

Example: Change the date from October 20, 2009 to October 21, 2009.



1 Push the DATE/TIME button for 5 seconds.

2 Push the DATE/TIME button twice to position the "▲" under the "DATE" mark.

> A flashing number means that it can be changed.

3 In the example, push the SET button because the year 2009 is not to be changed. Now the year of 2009 has been set.
At that moment, the flashing of the display will change from "Year" to "Month".

4 In the example, push the SET button because the month of October is not to be changed. Now October has been set.
At that moment, the flashing of the display will change from "Month" to "Date".

5 Change "Date" (for example, from 20 to 21)
Push the CHANGE button to set "Date" at "21" and then push the SET button, and now the date of 21 has been set.
At that moment, "Date" on the display will change from flashing to steady, and the date change setting is now completed.

6 Push the SET button once again.

You have completed this setting. Go to the next setting listing in "Default Settings" on page 7 to continue with the setup.

Setting the Mode

This time recorder can operate in one of two modes; **Payroll Mode or Job Cost Mode**.
In Payroll Mode and Job Cost Mode, the recorder prints total elapsed time between IN(Start) and OUT(Stop), and also prints a running total of accumulated time per time card on each line. The clock matches pairs of punches and calculates the elapsed time between that pair using predefined rounding rules. The recorder always prints the actual time on the time card, regardless of rounding rules. In Payroll Mode the hours accumulate and reset based on "pay period settings" that are configured during setup. In Job Cost Mode the hours for each unique card can accumulate and reset based on "manual card reset" ("cleared") by performing a manual operation on the time recorder.

	Order Option
1	Monthly
2	Weekly
3	Bi-Weekly
4	Semi-Monthly
5	JOB COST

Payroll Mode

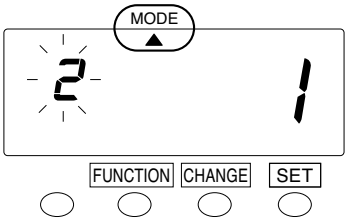
Job Cost Mode

Payroll Mode

- To set to "Weekly" period, go to page 14.
- To set to "Monthly" period, go to page 15.
- To set to "Bi-Weekly" period, go to page 16.
- To set to "Semi-Monthly" period, go to page 17.

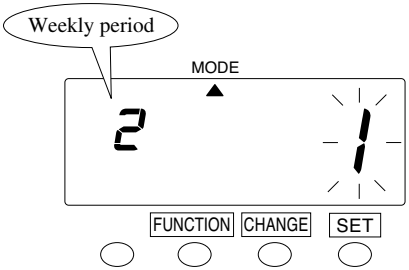
Setting Weekly Period in Payroll Mode

Example: Weekly period in Payroll Mode ----- the start day is Monday.



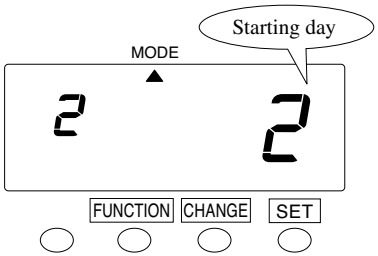
1 Push the FUNCTION button for 5 seconds and make sure the "▲" is positioned under the "MODE" mark.

Set the "Mode".



2 In the case of weekly period, push the CHANGE button to set the left-side number at "2" and then push the SET button. At that moment, the flashing of the display will change to the right-side number.

Set the "Starting day of the week".



3 Starting day

1	Sunday	5	Thursday
2	Monday	6	Friday
3	Tuesday	7	Saturday
4	Wednesday		

To set pay period, you have to input a starting day. In this case, you have to set Monday.

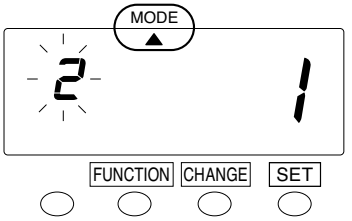
Push the CHANGE button to set at "2" and then push the SET button.

4 Push the SET button once again.

You have completed this setting. Go to the next setting listing in "Default Settings" on page 7 to continue with the setup.

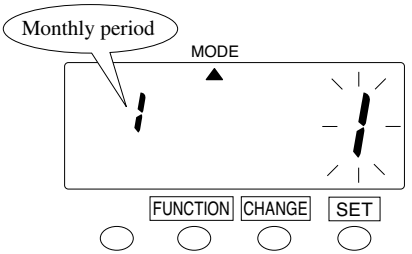
Setting Monthly Period in Payroll Mode

Example: Monthly period in Payroll Mode ----- the starting date is the 21st.



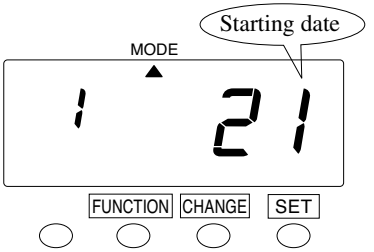
1 Push the FUNCTION button for 5 seconds and make sure the "▲" is positioned under the "MODE" mark.

Set the "Mode".



2 In the case of monthly period, push the CHANGE button to set the left-side number at "1" and then push the SET button. At that moment, the flashing of the display will change to the right-side number.

Set the "Starting date".



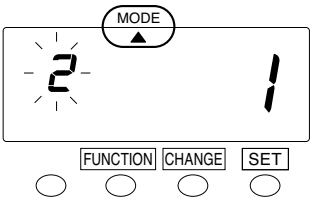
3 To set pay period, you have to input a starting date. In this case, you have to set 21st. Push the CHANGE button to set at "21" and then push the SET button.

4 Push the SET button once again.

You have completed this setting. Go to the next setting listing in "Default Settings" on page 7 to continue with the setup.

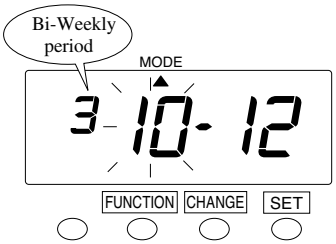
Setting Bi-Weekly Period in Payroll Mode

Example: Change to Bi-Weekly Period and set the desired starting date of the pay period to October 19.



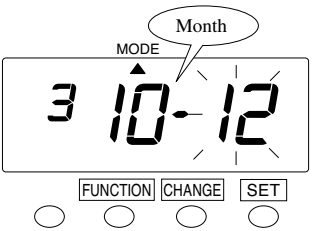
1 Push the FUNCTION button for 5 seconds and make sure the "▲" is positioned under the "MODE" mark.

Set the "Mode".

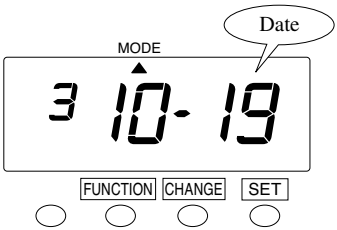


2 In the case of Bi-Weekly period, push the CHANGE button to set the left-side number at "3" and then push the SET button. At that moment, the flashing of the display will change to the middle number.

Set the "Starting date".



3 You must enter the starting date of the current pay period. For example, if the current date is Wednesday, Oct. 17, and you want the next Bi-Weekly period to start Monday, Oct. 22, enter Monday, Oct. 8 for the starting date.
Now the first day of default pay period is shown. To set pay period, you have to input a starting date. In the example, push the SET button because the month of October is not to be changed. At that moment, the flashing of the display will change from "Month" to "Date".



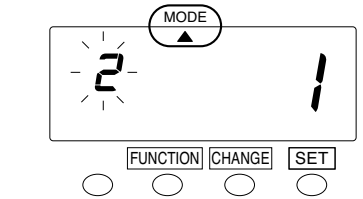
4 Change "Date" (for example, from 12 to 19). Push the CHANGE button to set "Date" at "19" and then push the SET button, and now the date of 19 has been set.

5 Push the SET button once again.

You have completed this setting. Go to the next setting listing in "Default Settings" on page 7 to continue with the setup.

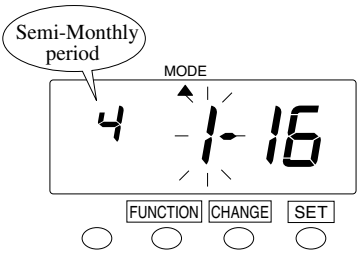
Setting Semi-Monthly Period in Payroll Mode

Example: Semi-Monthly period in Payroll Mode ----- the starting dates are 1st and 16th.



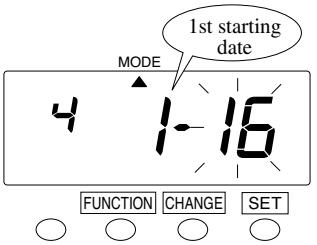
1 Push the FUNCTION button for 5 seconds and make sure the "▲" is positioned under the "MODE" mark.

Set the "Mode".



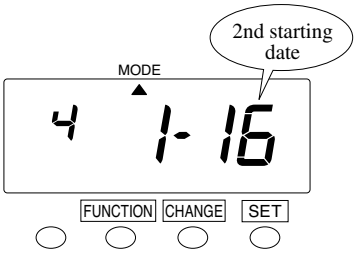
2 In the case of Semi-Monthly period, push the CHANGE button to set the left-side number at "4" and then push the SET button. At that moment, the flashing of the display will change to the middle number.

Set the "1st starting date".



3 To set pay period, you have to input a starting date. In this case, the 1st starting date is 1st. Push the CHANGE button to set at "1" and then push the SET button. At that moment, the flashing of the display will change to the right-side number.

Set the "2nd starting date".



4 In this case, the 2nd starting date is 16th. Push the CHANGE button to set at "16" and then push the SET button.

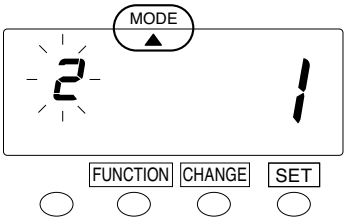
5 Push the SET button once again.

You have completed this setting. Go to the next setting listing in "Default Settings" on page 7 to continue with the setup.

Job Cost Mode

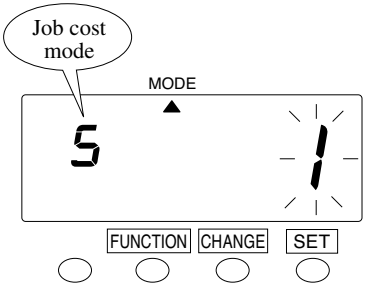
This mode is basically the same as Payroll Mode, but has no pay period. After punching 64 times, the end sign appears.
If you want to be able to reset the card manually without removing the cover, you must select "Reset is YES". See page 36 on "Resetting Cards In Job Cost Mode".

Example: Change to Job Cost Mode and Card "Reset" is YES.



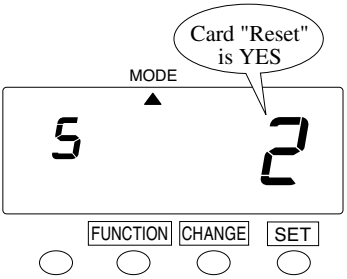
1 Push the FUNCTION button for 5 seconds and make sure the "▲" is positioned under the "MODE" mark.

Set the "Mode".



2 Push the CHANGE button to set the left-side number at "5" and then push the SET button. At that moment, the display will change to the right-side number.

Set the card "Reset".



	Card "Reset"
1	No
2	Yes

Default set to 'No'.

3 In this case, push the CHANGE button to set at "2" and then push the SET button.

4 Push the SET button once again.

You have completed this setting. Go to the next setting listing in "Default Settings" on page 5 to continue with the setup.

Setting the Print Format

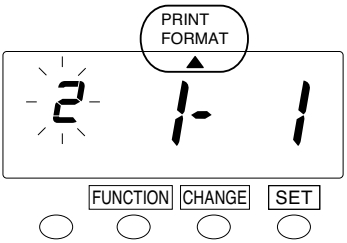
You can select the following "Print Format".

- "Date" or "Day of the week" print format
- "AM/PM" or "24 HR" hour print format
- "Regular" or "Hundredths" minutes print format

If error " E-49 " appears when you try to change settings, then you must reset all cards before proceeding. (See "All cards reset" on page 38.)

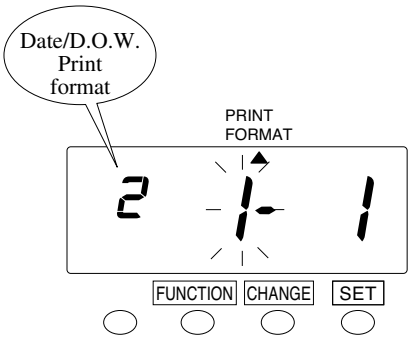
The Default setting is "Day of the Week, AM/PM, and Regular Minutes".

Example
"Day of the week" + "AM/PM" hour + "Regular" minutes
Example of printing ----- FR 4:30P



1 Push the FUNCTION button for 5 seconds.

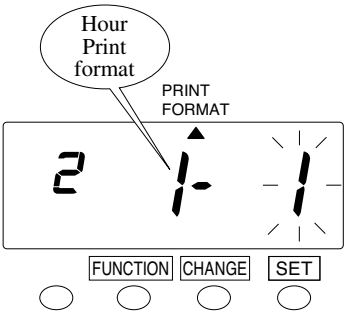
2 Push the FUNCTION button and position the "▲" under the "PRINT FORMAT" mark.



Set the "Date/D.O.W." print format.

	Order Option
1	Date
2	Day of the week

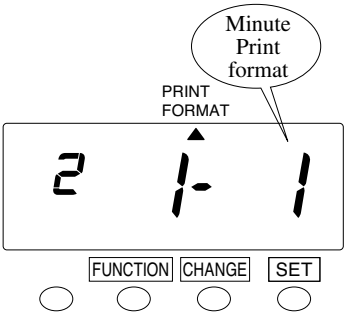
3 In this example, push the CHANGE button to set the left-side number at "2" and then push the SET button. At that moment, the flashing of the display will change to the middle number.



Set the "Hour" print format.

	Order Option
1	AM/PM
2	24 hour

4 In this case, push the CHANGE button to set at "1" and then push the SET button. At that moment, the flashing of the display will change to the right-side number.



Set the "Minute" print format for totals only.

Punch times only show in minutes.

	Order Option
1	Regular minutes
2	Hundredths

5 In this case, push the CHANGE button to set at "1" and then push the SET button.

6 Push the SET button once again.

You have completed this setting. Go to the next setting listing in "Default Settings" on page 7 to continue with the setup.

Setting the Rounding

For Rounding, there are two options: **Hourly Rounding and Punch Time Rounding.**

Using Hourly Rounding, the recorder calculates the hours from time IN punch and time OUT punch, and rounds that result with the "Rounding Unit". The fractions that occur after rounding will be omitted by breakpoint.

Using Punch Time Rounding, the recorder rounds both the time IN punch and the time OUT punch, and then it calculates the hours from the time IN punch and the time OUT punch. When rounding the time IN punch, it will raise the fractions that occur and, for the rounding of the time OUT punch, it will omit the fractions by breakpoint.

Special Note Regarding "Punch Rounding"

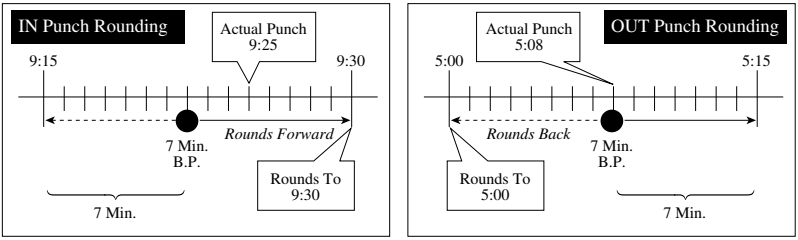
When calculating employee hours, it is a common business practice to round to the nearest quarter or tenth of an hour. The 7500E supports both punch and totals rounding. However, it is important that you understand how punch rounding works before setting the 7500E. Rounding only affects calculations, and actual punch times are always printed on the time card.

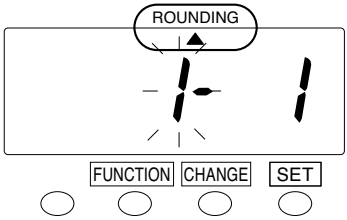
First you must determine the proper rounding unit. If you want to round to the **tenth of an hour**, then the interval is **6 minutes**. If you want to round punches to the quarter hour, then the interval is **15 minutes**.

The following Rounding Units are available within the 7500E:

1. None (exact minute)
2. 6 minutes with a 3 minute breakpoint (tenth of an hour)
3. 15 minutes with a 3 minute breakpoint (quarter hour)
4. 15 minutes with a 7 minute breakpoint (quarter hour)

The following is an example of 15 minute rounding with a 7 minute breakpoint.

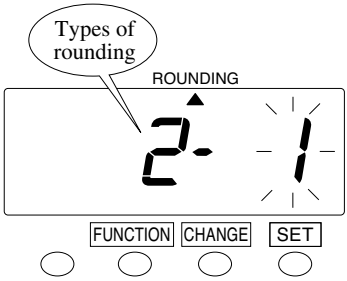




1 Push the FUNCTION button for 5 seconds.

2 Push the FUNCTION button until the position of the "▲" is under the "ROUNDING" mark.

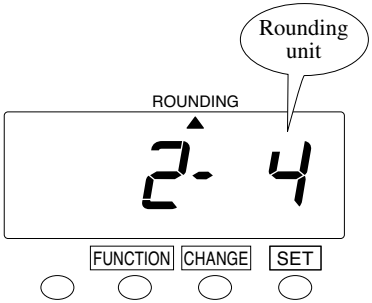
Set the "Types of rounding".



	Order Option
1	Hours (Hourly rounding)
2	Punch (Punch time rounding)

3 In the case of the example, push the CHANGE button to set the left-side number at "2" and then push the SET button. At that moment, the flashing of the display will change to the right-side number.

Set the "Rounding unit".



	Order Option
1	None
2	6 minute 3 breakpoint
3	15 minute 3 breakpoint
4	15 minute 7 breakpoint

4 In this case, push the CHANGE button to set at "4" and then push the SET button.

5 Push the SET button once again.

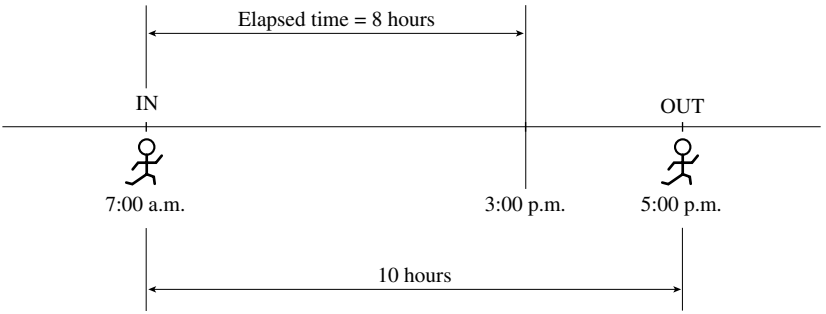
You have completed this setting. Go to the next setting listing in "Default Settings" on page 7 to continue with the setup.

Setting the Auto Break Deduction

The 7500E will deduct the break amount **after** totaling the hours **and** if the total hours are equal to or greater than the "Elapsed Time" setting.

Break times can be automatically deducted from totals using the "Auto Break Deduction" feature. You must set a base working elapsed time and break duration. Once total working hours reaches to Elapsed Time, Break Duration will be deducted from the total working hours.

Example: Auto Break Deduction setting
Elapsed time ··· 8 hours Break duration ··· 60 min.



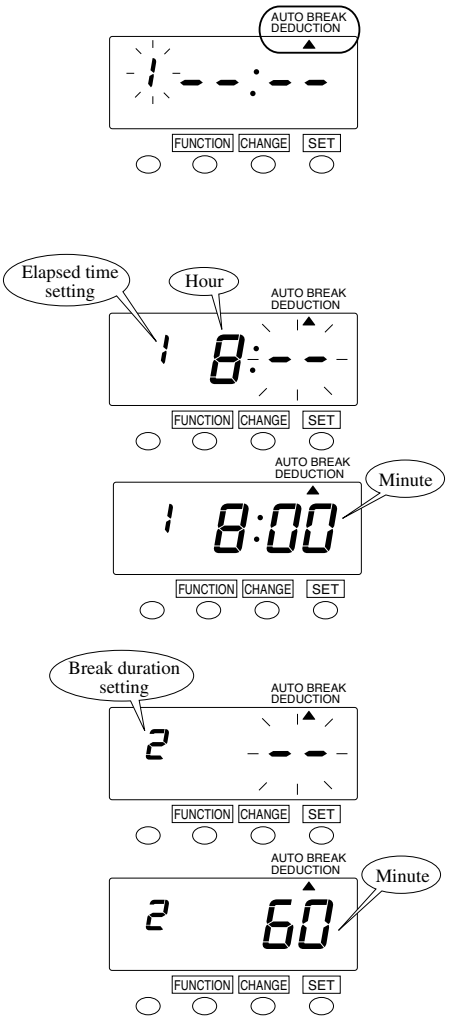
Auto Break Duration setting	Print example		
	IN	OUT	TOTAL
Yes	7:00 A	5:00 P	9:00Ⓑ
No	7:00 A	5:00 P	10:00

"B" is to indicate that Auto Break Deduction is valid.

For example, if you have a 30 minute lunch break that you want to deduct and the lunch break starts 4 hours into work day, set elapsed time to 4:30 and set Break duration to 30. Thus, 30 minutes would be deducted from any punch made 4 hours, 30 minutes in the work period.

Setting the Auto Break Deduction (continued)

Example
Elapsed time ----- 8 hours Break duration ----- 60 min.



	Order Option
1	Elapsed time
2	Break duration

1 Push the FUNCTION button for 5 seconds.

2 Push the FUNCTION button and position the " ▲ " under the "AUTO BREAK DEDUCTION" mark.

Set the "Elapsed time".

3 Push the SET button. At that moment, the flashing changes to "Hour". In the case of the example, push the CHANGE button to set at "8" and then push the SET button. At that moment, the flashing of the display will change from "Hour" to "Minute".

4 In this case, push the CHANGE button to set at "00". And then push the SET button.

Set the "Break duration".

5 Push the CHANGE button twice to set the left-side number at "2" and then push the SET button. At that moment, the flashing of the display will change to "Minute".

6 In this case, push the CHANGE button to set at "60". And then push the SET button.

Range of value: 1 - 90 min.

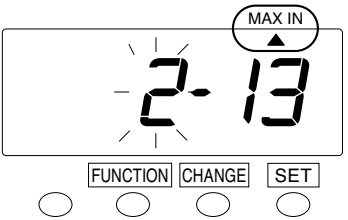
7 Push the SET button once again.

You have completed this setting. Go to the next setting listing in "Default Settings" on page 7 to continue with the setup.

Setting the Max In

In order to properly identify missed punches, the recorder has Max In Value that is used to pair punches for calculations. If the next punch following an IN punch exceeds the Max In Value (i.e., 13 hrs.), then it assumed that the employee forgot to punch OUT, and that punch is actually printed as the next IN punch. The employee can override this and force the recorder to make OUT punch by pressing the OUT button before inserting the time card. For this override OUT punch to work, the Button Function must be enabled. (See "Setting the Button Function".)
If the "Max In Override" is set to 'No', then the clock will not assume that a punch was missed, and the clock will calculate as punched.

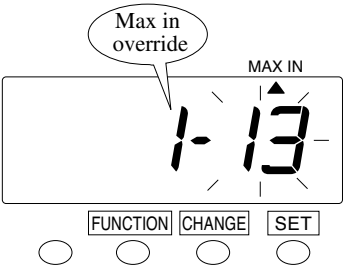
Example: Max In Override ----- No Max In Value ----- 17 hours



1 Push the FUNCTION button for 5 seconds.

2 Push the FUNCTION button and position the "▲" under the "MAX IN" mark.

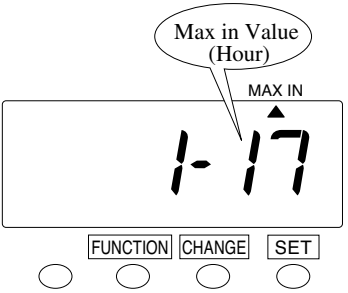
Set the "Max In Override".



	Order Option
1	No
2	Yes

3 In the case of the example, push the CHANGE button to set the left-side number at "1" and then push the SET button. At that moment, the flashing of the display will change to the right-side number.

Set the "Max In Value".



4 In this case, push the CHANGE button to set at "17". And then push the SET button.

Range of value: 1 - 24 hours

5 Push the SET button once again.

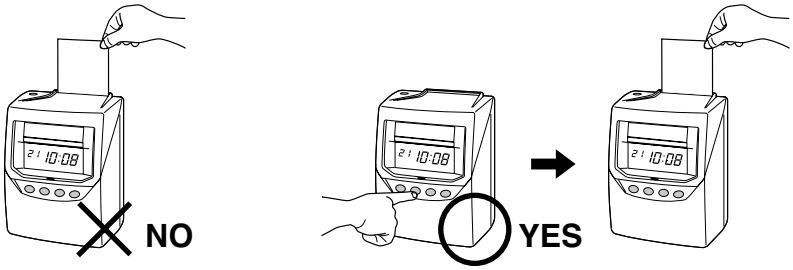
You have completed this setting. Go to the next setting listing in "Default Settings" on page 7 to continue with the setup.

Setting the Button Function (In/Out)

You can select one of three functions for the buttons.

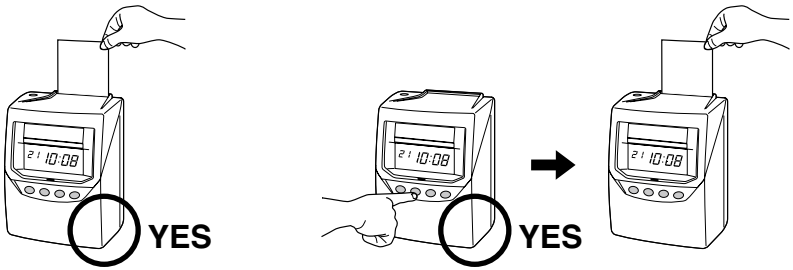
Required

You must push the "IN" or "OUT" button immediately prior to inserting the time card. If not, the card will be ejected and an error sign will appear.



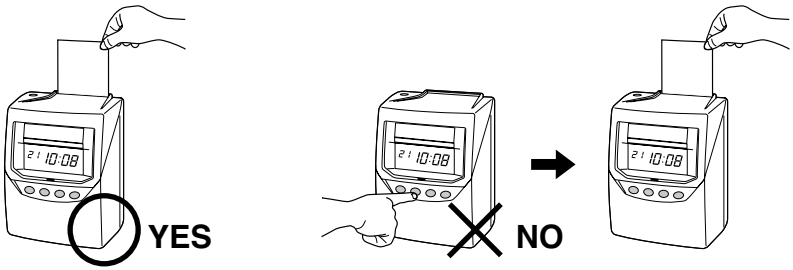
Optional

When the time card is inserted, the recorder will judge the last imprint and automatically switch the "IN" and "OUT". You may also manually switch the column position of the imprint by pushing the button.



Disabled

When the time card is inserted, the recorder will judge the last imprint and automatically switch the "IN" and "OUT". The buttons are disabled for normal operation.



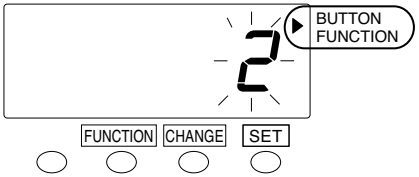
Setting the Button Function (In/Out) (continued)

The functions for the buttons on the front of the recorder can be set. There are three options; **Required, Optional, Disabled.**

The default setting is **Optional**.

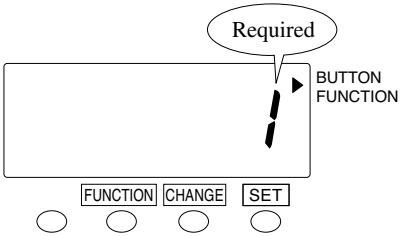
Example
Select "Required" for the button.

	Order Option
1	Required
2	Optional
3	Disabled



1 Push the FUNCTION button for 5 seconds.

2 Push the FUNCTION button and position the "▲" next to the "BUTTON FUNCTION" mark.



3 In the case of the example, push the CHANGE button to set at "1". And then push the SET button.

4 Push the SET button once again.

You have completed this setting. Go to the next setting listing in "Default Settings" on page 7 to continue with the setup.

Setting the Daylight Savings Time

Automatic DST correction

By default, the daylight savings time is already set to start on the second Sunday of March and to end on the first Sunday of November. The time clock automatically updates the settings every year. No further manual setting is necessary.

If you are located in an area that does not observe Daylight Savings Time, you can also disable DST function by changing the display of "Month" of the starting setting to "--". (Refer to "Deleting the Daylight Savings Time settings".)

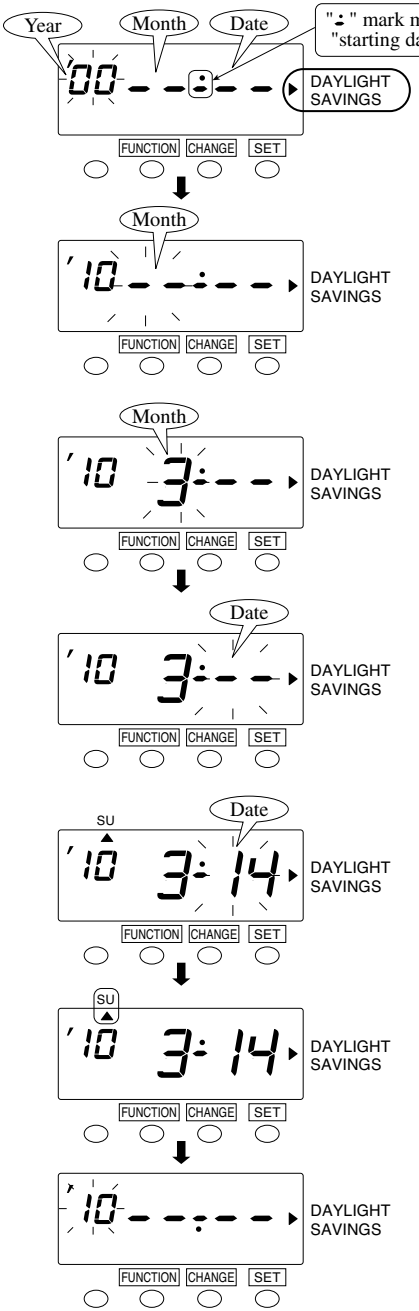
If the above pre-determined DST dates should change then use this function to change the DST clock dates. Please refer to following example.

Example

Today (present day)	Wednesday, January 6, 2010	
Starting date of Daylight Savings Time	Sunday, March 14, 2010	The second Sunday of March
Ending date of Daylight Savings Time	Sunday, November 7, 2010	The first Sunday of November

1 Push the FUNCTION button for 5 seconds.

2 Push the FUNCTION button and position the "▲" next to the "DAYLIGHT SAVINGS" mark.

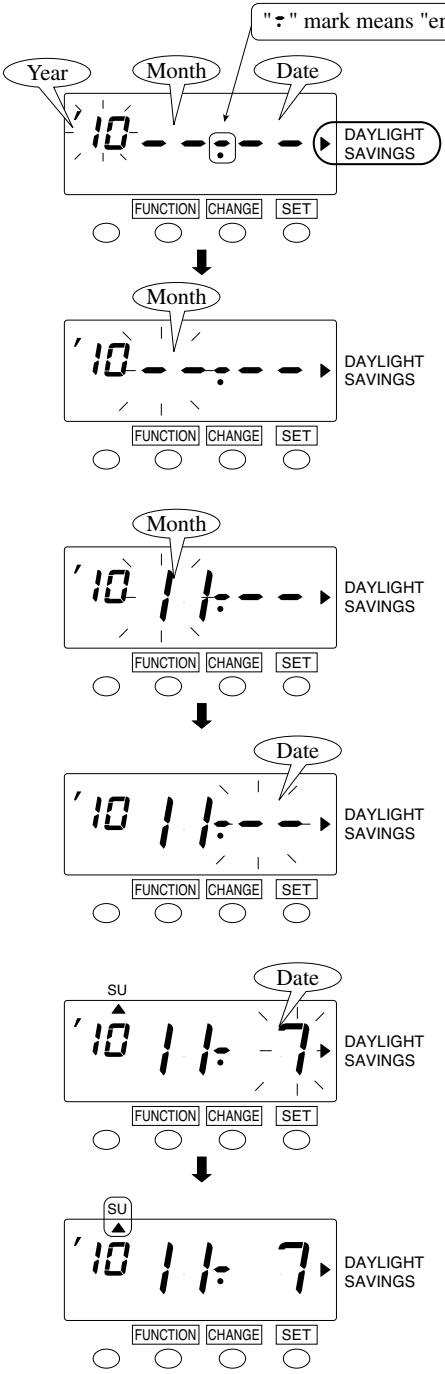


Set the "starting date".

3 In the case of the example, push the CHANGE button to set at "10" and push the SET button.
At that moment, the flashing changes from "Year" to "Month".

4 Push the CHANGE button to set at "3" and push the SET button.
At that moment, the flashing changes from "Month" to "Date".

5 Push the CHANGE button to set at "14" and push the SET button.
At that moment, "starting date" of the display changes from flashing to steady and the "▲" mark is displayed under "SU". Wait a few seconds, then start on Step 6.



Set the "ending date".

6 Next, push the SET button. At that moment, the flashing changes "Year" to "Month".

7 Push the CHANGE button to set at "11" and push the SET button.
At that moment, the flashing changes from "Month" to "Date".

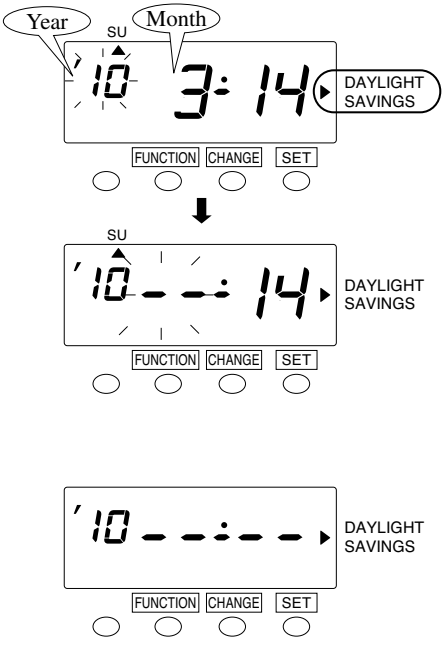
8 Push the CHANGE button to set at "7" and push the SET button.
At that moment, "ending date" of the display changes from flashing to steady and the " ▲ " mark is displayed under "SU".

9 Push the SET button once again.

Deleting the Daylight Savings Time settings

1 Push the FUNCTION button for 5 seconds.

2 Push the FUNCTION button and position the "▲" next to the "DAYLIGHT SAVINGS" mark.



3 Push the SET button and the flashing changes from "Year" to "Month".
Next, push the CHANGE button until the "Month" changes to two dashes, or "--". The two dashes are the next setting after '12'.

4 Push the SET button twice. This cancels the daylight saving time settings.

5 Push the SET button once again.

You have completed this setting. Go to the next setting listing in "Default Settings" on page 7 to continue with the setup.

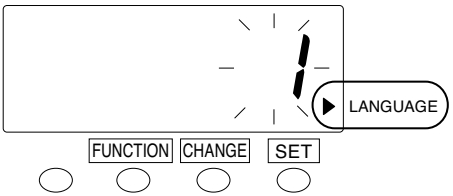
Setting the Print Language

English, Spanish, or French can be selected to print "Month" and "the days of the week".

The default language is English.

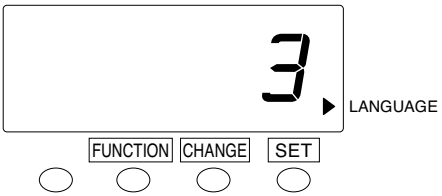
The print language can be selected from the following three options.

Options	Print Example:Thursday 3:30 p.m.
1. English	TH 3 : 30P
2. Spanish	JU 3 : 30P
3. French	JE 3 : 30P



1 Push the FUNCTION button for 5 seconds.

2 Push the FUNCTION button to position the " ▲ " next to the "LANGUAGE" mark.
Push the CHANGE button to set the number at the desired print language. For example, set 3 if French is desired.



3 Push the SET button. At that moment, the display will change from flashing to steady.

4 Push the SET button once again.

You have completed this setting. Go to the next setting listing in "Default Settings" on page 7 to continue with the setup.

4. OPERATIONS & FUNCTIONS

Once the AC line cord is plugged into the outlet, the recorder can be used immediately. The current time (EST) and date are preset. The time card is automatically pulled in, printed, and then ejected.

Do not let any metallic object get into the slot including paper clips. Do not forcefully push in a card, either. These may cause the unit to malfunction.

- A maximum of 100 cards can be automatically registered.
- When a new card is inserted, the card will automatically be registered, and will print the "IN" print on the first line. The month will be printed on the first line and also on the line when the month and printing line change.
- You can print "IN" and "OUT" as many times as you want per day. The printing line, will slide one line down each time you insert the card for "IN" print.
- When the card that you are using becomes full, the clock will show "End" on the display. When the "End" appears, you can use the "Card reassign" mode to transfer the card and have a new card take over from the old one.

Refer to "Card reassign" on page 37.

- When you want to reset the card (clear the accumulated totals) manually, you can use the "Card reset" mode to reset a single card or use the "All cards reset " mode to reset all the cards in memory. It is not necessary to routinely reset cards manually, since the clock does this automatically each pay period (unless using Job Cost Mode).

Refer to "Card reset" on page 39 and "All cards reset" on page 38.

RADIO SIGNAL RECEPTION

About Radio Signal Reception

The Model 7500E is programmed to see the WWVB radio signal everyday. Initially the time recorder will search for a signal immediately after you set the time zone. Once the clock has initially set, it will search for the signal every few hours per day to maintain accuracy. The WWVB signal is the strongest early in the morning, when there is the least amount of interference from other sources.

There are some environments and weather conditions that may influence the reception of the AM radio signal. Just as with an AM radio, the Model 7500E can be positioned for optimal reception. For instance, it is best to position the clock away from metal studs and toward the direction of the tower in Colorado. Since this time recorder contains a highly accurate quartz timer, it will function with a very high level of accuracy between signal receptions. The Model 7500E will operate as a normal electronic time recorder without having to receive the signal. Since it also operates as a highly accurate (+/- 15 seconds per month) quartz time clock, it will function properly while outside the reception area or if it can not receive the WWVB signal.

Verifying the Time

The best way to verify the correct time is to call the NIST at (303) 499-7111 (long distance charges may apply). Any other sources, including the time number in your local phone book, the Internet, cell phones, and Cable TV receivers may be off by several seconds.

Signal Reception Indicator

FLASHING: Unit is receiving the atomic radio signal.

ON: Unit successfully received the atomic radio signal.

OFF: Unit was unable to receive the radio signal. (See "Troubleshooting" section.)

Reception indication

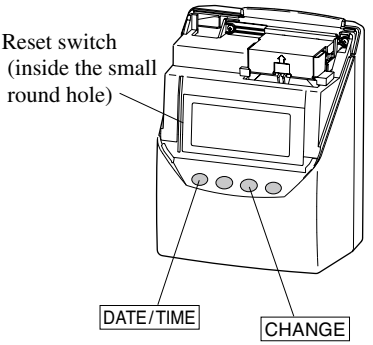
Resetting Settings

To return all settings to their factory defaults.

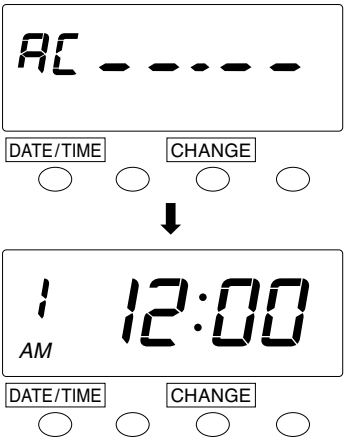
Please note that all settings will be deleted and will revert to the factory defaults when the reset switch is pushed. To make new settings, please refer to "Default and Advanced Settings" (pages 7-8).

Stored cards are also deleted from memory.

If you want to just reset all cards, refer to "All cards reset" on page 38.



1 Push the reset switch with a pointed implement while pushing the DATE/TIME and CHANGE button.



2 At that moment, the display will change to AC " - - - - - ".
And after a few seconds, the display changes to date & time "1 12:00 a.m.".

Resetting Cards In Job Cost Mode

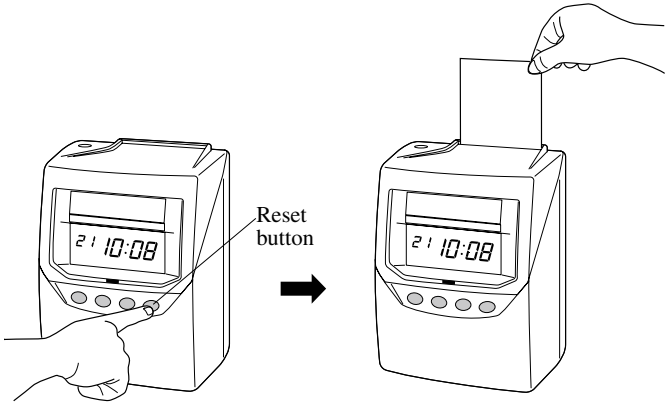
You can reset the card without removing the cover when the time recorder is used under the following condition.

- The Job Cost Mode and also the card "Reset" setting is YES.

Refer to "Job Cost Mode" in "Setting the Mode".

In order to reset the card, you must push the right-side button (Reset button) and then insert the card.
After printing "RESET", the card shall be ejected.

Once you push the button, the unit starts beeping. Make sure to insert the card while it beeps.



Note: If the last punch was IN, you must insert the card twice.
A fully used card can also be reset by this operation, but without printing the word "RESET".

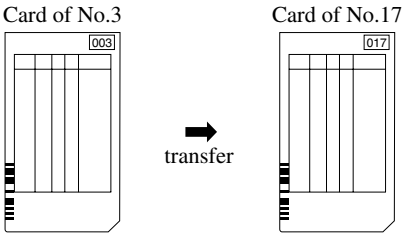
Card reassign

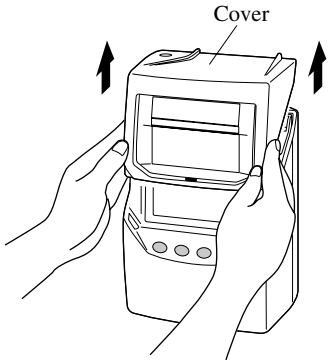
When the card that you are using becomes full (Max 64 punches), it will show "End" on the display and the buzzer will sound. When the "End" appears, you can use the "Card reassign" mode to transfer the card and have a new card take over from the old one.
In this function, it will be useful:

- when the card has become full before reaching the "Pay Period". [In Payroll Mode]
- when the card that is lost or damaged.

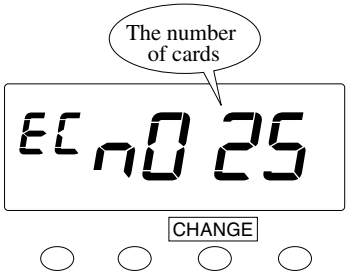
You can transfer the old card to a new one with the same number or the one which is not used in the current pay period. If you are already using all time cards from No. 1 to 100, you can transfer the card only to the new one with the same card number. If you prefer to use another time card with a different number, you must reset the corresponding card first.

Example



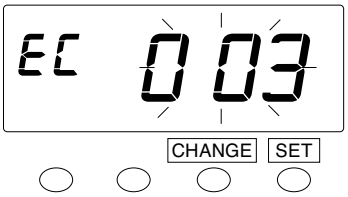


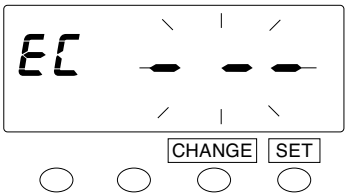
1 Remove the cover.



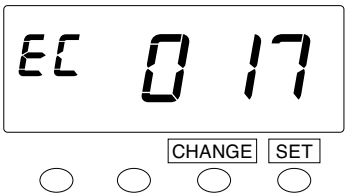
2 Push the CHANGE button for 5 seconds.

When you have a card that you are using, the number of cards that you are using will be shown on the display. If there are no cards used at the present state, it will show "n000" and will end the mode.





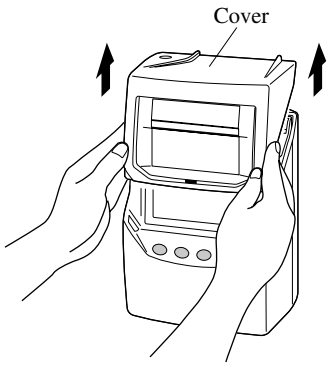
3 After the numbers of cards are shown, in the example, insert the card "003" or push the CHANGE button to show the card number "003" and then push the SET button.



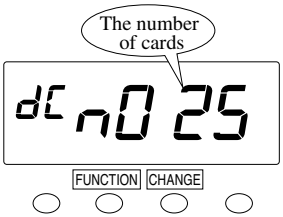
4 Next insert the card "017" or push the CHANGE button to pick a new card number "017" and then push the SET button.
When the card number is changed, this mode will finish.

All cards reset

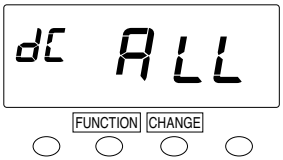
You want to reset all cards manually.....



1 Remove the cover.



2 Push the FUNCTION and CHANGE button for 5 seconds. The number of cards that you are using will be shown on the display.



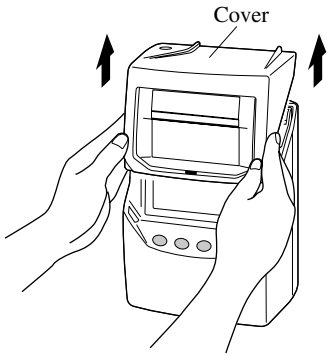
3 Push the CHANGE button to show "ALL" and then push the SET button.

4 Push the SET button one more time.

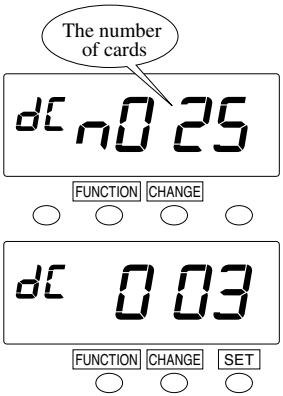
Card reset

If you want to reset the card manually before the end of pay period, you can use the "Card reset" mode.

Example: The number of the card you want to reset is "003".



1 Remove the cover.

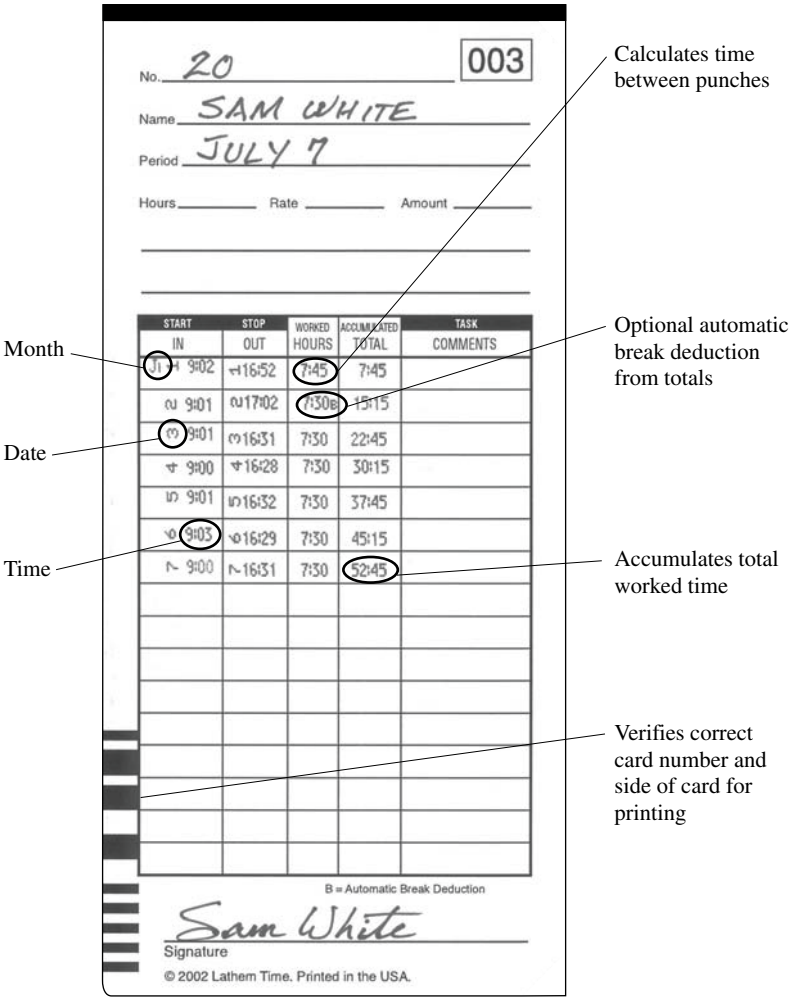


2 Push the FUNCTION and CHANGE button for 5 seconds. The number of cards that you are using will be shown on the display.

3 In the example, insert the card "003" or push the CHANGE button to show the card number "003" and then push the SET button.

4 Push the SET button.

5. PRINT EXAMPLE

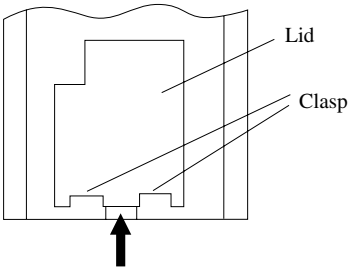


Note:

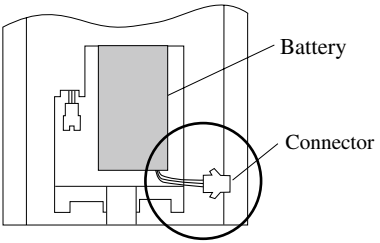
- "S" is to indicate totals across daylight savings adjustment.
- "*" is to indicate the following meanings.
  (1) Rounded time result comes to 0:00
  (2) Daylight savings adjustment was done in the period of calculation.
- "B" is to indicate accumulation result includes auto break deduction.

6. INSTALLING BATTERY (Optional)

Follow the steps below to install a battery (optional) so that the clock would be operational during a power failure.

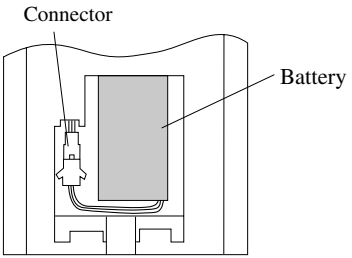


1 Remove the lid of the battery compartment on the back of the unit by pushing up the center of the lid, and then release it from the two clasps.

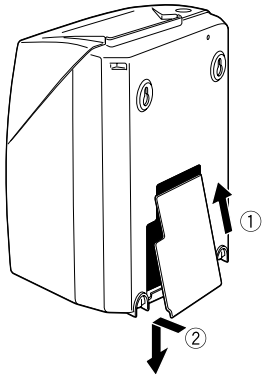


2 Position the battery as shown in the figure on the left .

* The connector cord should be on the right side, as shown in the figure.



3 Connect the connector. Tuck away the connector cord into the open space in the compartment.



4 Insert the lid into the slot as shown on the left. Keep pressing it down until it hooks to the clasp.

* Make sure the cord is not caught when closing the lid.

7. TROUBLESHOOTING

Error No. Causes and Actions

No.	Error causes	Action
E-00	CPU error	Contact Lathem.
E-01	The remaining life of lithium battery for memory back-up is short.	Return clock to Lathem.
E-03	Card inserted on wrong side.	The front of the card must be completely filled in before using the back of the card.
E-05	The card is not pulled in properly.	Make sure that another time card or another item is not jamming in the time recorder. Try inserting the time card again.
E-15	Card sensor error	Make sure that another time card is not jamming in the time recorder and the ribbon cassette is correctly inserted in place. After making sure of the above, close the cover. If the error number continues to be displayed, contact Lathem.
E-30	The printer motor or the sensor is not normal.	
E-37	The card forwarding motor or the sensor does not operate properly.	
E-38	The print head motor or the sensor for the printer head can not operate properly.	1. Remove and Re-insert the ribbon. 2. Move clock to a dust free location. 3. Send to Lathem or authorized dealer for cleaning and service.
E-49	Input the wrong settings.	Pay Period settings cannot be changed while cards are stored in memory. An All Cards Reset must be done before making changes to Print Format, Pay Period type, or Pay Period start date.
E-50	Can't use the time card.	1. Make sure cards are form E-7 and made by Lathem Time Corp. 2. Check to make sure the barcode area of the card is not smudged or damaged.
E-51	Calculation Error	Re-insert card after 1 minute has elapsed. Card cannot be inserted twice in the same minute.
E-52	Calculation Logic Error	Ensure current date is within pay period dates. May need to 'Reset Settings' if error continues to be displayed.
E-59	Can't use the time cards because of memory error.	Use the "Card Reset" function to reset the card. Make sure if you can print by inserting the time card with the same number.
End	When the card that you are using becomes full.	Use the "Card reassign" mode to transfer the card and have a new card take over for the old one.

* If the error number is still displayed after checking above points, contact Lathem Time.

Troubleshooting Questions & Answers

Questions	Add to User Guide (answer)
What do I do if the clock does not operate?	Ensure the power cord is properly plugged into the AC outlet.
What do I do if the clock does not print?	Ensure the ribbon is installed properly.
What do I do if the time is exact to the minute but the hour is incorrect?	1. Ensure the correct time zone is selected. 2. Check the Daylight Savings Time setting.
What do I do when the cards are sticking in clock?	Remove paper clips or "sticky notes" from inside clock.
What do I do when the clock rejects the cards without printing?	1. Make sure bar code on cards are not smudged. 2. Removing anything that is blocking bar code sensor i.e. Sticky pads, from time cards.
What do I do if clock makes a strange noise and doesn't print correctly?	1. Replace or reinstall ribbon. 2. Check print head. 3. Send to Lathem or authorized dealer for cleaning and service.
What to do if print head is not moving at all? Will not accept cards.	Send to Lathem or authorized dealer for service.
What to do if print head is moving but it prints very lightly or not at all?	1. Make sure ribbon is installed properly. 2. Install new ribbon.
What do I do if no WWVB signal has been received?	1. Wait for the early morning hours to pass. 2. Re-locate in area that is away from metal studs or close to western facing window.

Note: There are some environments and weather conditions that may influence the reception of the atomic clock radio signal. Since it also operates as a highly-accurate (+/- 15 seconds per month) quartz time clock, the 7500E will function properly while outside the reception area or if it can not receive the WWVB signal.

8. Warnings & Cautions

Please follow all the instructions to avoid possible danger to yourself or others and damage to the unit.

Warning

	Do not disassemble the unit. There is a high voltage present inside, possibly leading to an electric shock.
	Do not modify the unit. Modifications may cause a fire and/or electric shock.
	If any anomaly occurs, for example, heat or smoke is generated or an odor is emitted, unplug the unit immediately and contact your dealer for servicing. There is a danger that further use may cause a fire or electric shock.
	Do not use any voltage of the power source other than designated. Do not share a single outlet with another plug. These may lead to fire or shock hazards.
	Do not damage, break, or modify the power cord. Do not put a heavy object on, pull, or forcefully bend the cord, either. These may damage the cord, possibly resulting in a fire or electric shock.
	If foreign matter should get in the unit (including a piece of metal, water, or liquid), disconnect the plug from the outlet immediately and contact your dealer for servicing. There is a danger that further use may cause a fire or electric shock.

Caution

	Do not put a water-filled container or a metal object on top of the unit. If water is spilled or the metallic object slips inside, a fire or shock hazard may occur.
	Do not install the unit in a humid or dusty environment. It may cause a fire or electric shock.
	Do not place the unit near kitchen counter or humidifier. Oil, smoke, or steam generating from them may cause fire or shock hazards.
	Be careful not to contact the print head, as you may get hurt or burned.
	Do not insert or drop any other time card than specified into the slot. Such misuse may cause a fire or electric shock.
	If the unit should be dropped or the case be broken, unplug the unit and contact your dealer for servicing. Further use may lead to a fire or shock hazard.
	Lithium battery contains perchlorate material - special handling may apply. Please go to web site http://www.dtsc.ca.gov/hazardouswaste/perchlorate for information about proper methods of disposal.

Daily Care

For cleaning, turn the power off and wipe the case clean of dust and dirt with a dry cloth, etc.

9. SPECIFICATIONS

Clock accuracy	Monthly accuracy ± 15s (at ordinary temperature)
Calendar	Year up to 2099. Automatically adjusted to leap years, 31-day months and months with thirty or fewer days, and the days of the week.
Printing system	Dot matrix
Power failure compensation	Three years of cumulative power failure hours after the date of shipment
Print at power failure	Special battery, 100-time printing or 24 hours (optional)
Memory capacity	100 employee capacity
Operating environment	Temperature: -5˚ to + 45˚C : + 23˚ to + 113˚F Humidity: 20 to 80%RH, no condensation The unit operates normally at temperatures of 5˚C or below, but the print density, reaction of the liquid crystal display, and the number of prints at power failure are inferior to those at normal temperature operation.
Dimensions	6.3" (w) x 8.07" (h) x 5.04" (d) 160 (w) x 205 (h)x 128 (d) mm
Weight	Approx. 3.5lbs. (1.6kg)
Rating	120VAC 50/60Hz 0.3A

- Optional battery (not included) for 100% printer operation during power failures is available. Order part no. VIS6020
- Ni-MH Battery rated 8.4V, 600mAh. Caution: Replace only with the same type of battery specified by the manufacturer.
- Place the time recorder at the position close to the wall outlet so that it is easily accessible to disconnect.
- Lithium battery contains perchlorate material - special handling may apply.
  Please go to the web site http://www.dtsc.ca.gov/hazardouswaste/perchlorate for information about proper methods of disposal.

Limited One-Year Warranty

Lathem warrants the hardware products described in this guide against defects in material and workmanship for a period of **one year** from date of original purchase from Lathem or from an authorized Lathem reseller. The conditions of this warranty and the extent of the responsibility of Lathem Time Corporation ("Lathem") under this warranty are listed below.

1. This warranty will become void when service performed by anyone other than an approved Lathem warranty service dealer results in damage to the product.
2. This warranty does not apply to any product which has been subject to abuse, neglect, or accident, or which has had the serial number altered or removed, or which has been connected, installed, adjusted, or repaired other than in accordance with instructions furnished by Lathem.
3. This warranty does not cover dealer labor cost for removing and reinstalling the machine for repair, or any expendable parts that are readily replaced due to normal use.
4. The sole responsibility of Lathem under this warranty shall be limited to repair of this product, or replacement thereof, at the sole discretion of Lathem.
5. If it becomes necessary to send the product or any defective part to Lathem or any authorized service dealer, the product must be shipped in its original carton or equivalent, fully insured with shipping charges prepaid. Lathem will not assume any responsibility for any loss or damage incurred in shipping.
6. WARRANTY DISCLAIMER AND LIMITATION OF LIABILITY: Except only the limited express warranty set forth above, the products are sold with no expressed or implied warranties of any kind, and the implied warranties of merchantability and fitness for a particular purpose are hereby expressly disclaimed. No warranties are given with respect to products purchased other than from Lathem or an authorized Lathem reseller and any such products are purchased "as is, with all faults." In no event will Lathem be liable for any direct, indirect, special, incidental or consequential damages arising out of or in connection with the delivery, use or inability to use, or performance of this product. In the event any limited remedy given herein shall be deemed to have failed of its essential purpose, Lathem's maximum liability shall be to refund the purchase price upon return of the product.
7. Proof of date of purchase from Lathem or an authorized Lathem reseller is required for warranty service on this product.
8. This Warranty grants specific legal rights. Additional legal rights, which may vary by locale, may also apply.
9. Should any difficulties arise with the performance of this product during warranty, or with any Lathem authorized service centers, contact Lathem Time at the address below.

Lathem Time
200 Selig Drive, SW, Atlanta, GA 30336
404-691-0405
www.lathem.com
Copyright © 2009 Lathem Time Corporation. All rights reserved.

Form No. OM75E0909
Q0280-61200